Colchester Public Schools

9123B

BYLAWS OF THE BOARD

SECRETARY OF THE BOARD

Second Reading 5/10/22

A member of the Colchester Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary of the Board of Education shall ~~be responsible for~~:

1. **Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.**
2. **With prior approval from the Board Chair and Superintendent, attend to the official correspondence of the Board including 1) managing, and responding to when relevant, communications addressed to the board; 2) assisting in drafting board statements; and 3) maintaining accurate records of correspondence for posting during public meetings as "communications."**
3. **Act as signatory for the Board of Education on official documents.**

~~- maintaining accurate records of all the proceedings of the Board - preservation of reports of committees, reports of the Chair, and reports of the Superintendent. The Secretary is also required to submit a written report of the Board's activities to the annual town meeting, which report is published in the annual town report.~~

The Board of Education may prescribe additional duties for the Secretary.

Legal Reference:
Connecticut General Statutes
10-218 Officer. Meetings.
10-221 Salaries of secretary and attendance officers.
10-224 Duties of Secretary

(c.f. 9020B - Public Statements)

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019
Bylaw revised: